

London. B. British Museum.

Statutes and Rules
~~STATUTES~~ and ~~RULES~~

relating to the Inspection and use
~~To be observed in the~~

~~MANAGEMENT~~ and ~~USE~~

of the
~~OF THE~~

British Museum
~~BRITISH MUSEUM,~~

and for the better security and Preservation of the same

~~By order of the~~

By order of the

Trustees
~~T R U S T E E S.~~

Anno M DCC LVIII.

STATUTES

OF THE

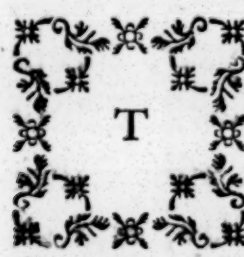
LEGISLATURE

OF THE STATE

OF NEW YORK



STATUTES and RULES to be observed
~~in the management and use of the~~
~~BRITISH MUSEUM~~, by order of
the TRUSTEES.

 HIS MUSEUM being of a more general and extensive nature, than any other before established, doth require some particular rules and restrictions for its management and security, suited to the manner of its institution ; the different quality of the things, of which it consists ; and such attendance of the officers, as may be justly expected from them. For although it was chiefly designed for the use of learned and studious men, both natives and foreigners, in their researches into the several parts of knowledge ; yet being a national establishment, founded by Authority of Parliament, it may be judged reasonable, that the advantages accruing from it should be rendered as general as may be consistent with the several considerations above mentioned. Therefore the Trustees of the British Museum at a General Meeting assembled, do hereby make, constitute, and establish the Statutes, Rules, and Ordinances following, viz.

I.

The times when the MUSEUM is to be kept open.

1. THAT the Museum be kept open at the hours mentioned below, every day throughout the year, except Saturday and Sunday in each week; and likewise except Christmas day and one week after, one week after Easter day and ~~Whitsun-day~~ ^{now are now or} respectively, Good Friday, and all days, which ^{or} shall hereafter be specially appointed for Thanksgivings ^{Public} and Fasts by ~~Royal~~ authority.

Whitsunday

That between the months of September and April inclusive, from Monday to Friday inclusive, the Museum be opened from nine o'clock in the morning till three in the afternoon;

2. ~~THAT at all other times the Museum be set open in the manner following: That is to say, from nine o'clock in the morning till three in the afternoon, from Monday to Friday, between the months of September and April inclusive; and likewise at the same hours on Tuesday, Wednesday, and Thursday, in May, June, July, and August; but on Monday and Friday, only from four o'clock to eight in the afternoon, during those four months, except at the times above excepted.~~

II.

II.

The manner of admission to view
the MUSEUM.

1. THAT such studious and curious persons, as are desirous to see the Museum, be admitted by printed Tickets, to be delivered by the Porter upon their application to ^{be made to} him in writing[†]; which application shall contain their names, condition, and places of abode; as also the day and hour, at which they desire to be admitted: and that the said names be inserted in the Tickets, and, together with the respective additions, entered in a Register to be kept by the Porter. And the Porter shall, and is hereby required, ~~forthwith~~ to lay such ~~application before~~ ~~such officer, as shall be appointed to receive the same.~~

2. THAT no more than ten Tickets be delivered out for each hour of admittance, which Tickets, when brought by the respective persons therein named, are to be shewn to the Porter; who is thereupon to ~~conduct~~ them to a proper room appointed for their reception, till their hour of seeing the Museum be come, at which time they are to deliver their Tickets to the proper Officer of

*† before nine in the morning
or between four and eight
in the evening on some
day preceeding the day
on w^{ch} they desire to be ad-
mitted*

*Register before the chief
librarian, or in his absence
the Secretary for the time
being every night
to be restored at printed
is page. 12*

*direct to the end
that such principal
or under librarian
may be informed*

*whether the persons so applying be a person proper
to be admitted according to the ^{Stat} Regulations ~~made~~
~~and orders~~ made or to be made by the Trustees
for that purpose*

the first department ; and that five of the persons producing such Tickets be attended by the Under Librarian, and the other five by the Assistant, in each department.

+ admission of company
at the

by a greater number of persons than can be accommodated on that day and hour which they had named. The persons last applying have Tickets granted them for such other day and hour as will be most convenient for them, provided it be within seven days, a sufficient number of tickets being ^{ordered to be left} in the hands of the Porter for that purpose.

* the Department of Manuscripts; then the ~~Department~~ ^{Department} of Natural and Artificial productions; and afterwards the department of Printed Books,

3. THAT the said number of Tickets be delivered for the ⁺hours of nine, ten, eleven, ~~and~~ ^{or} twelve respectively, in the morning ; and ~~for~~ ^{at} the hours of four ~~and~~ ^{or} five, in the afternoon of those days, in which the Museum is to be open at that time : and that if application be made ~~for~~ ^{for} a greater number of Tickets, the persons last applying be desired to name some other day and hour, which will be most convenient for them.

4. THAT if the number of persons producing Tickets for any particular hour does not exceed five, they be desired to join in one company ; which may be attended either by the Under Librarian, or Assistant, as shall be agreed on between them.

6 THAT the spectators may view the whole Museum in a regular order, they are first to be conducted through ~~the Sloanian Collection, then the Sloanian Library; and afterwards the Cottonian and Harleian Collections of Manuscripts; together with Major Edwards's~~ Library, by the particular officers assigned to each department.

6. THAT

after Article 4.

5 That if any Persons having obtained tickets be prevented from making use of them, they be desired to send them back to the Porter in time that other persons waiting ^{to see} the Museum may not be ~~prevented~~ excluded

7. THAT one hour only be allowed to the several companies, for gratifying their curiosity in viewing each department, so that the whole inspection for each company may be finished in three hours; and that each company keep together in that room, in which the Officer who attends them, shall then be.

That a Catalogue

10. THAT in passing through the rooms, if any of the Spectators desire to see any Book, or other part of the Collection, ~~not herein after excepted~~, it be handed to them by the Officer, ⁺ who is to restore it to its place, before they leave the room; that no more than one such Book, or other part of the Collection, be delivered at a time; ^{*} and that the ~~Officer~~ ^{he} ~~be ready to~~ ^{do} give the company any information they shall desire, relating to that part of the Collection ^{which is} under his care.

That written

+ as far as is consistent with the security of the collection to be judged of by the discretion of the said officer,

** by the same officer, Company*

11. THAT upon the expiration of each hour, notice be given of it, [&] at which time the several companies shall remove out of the department, in which they then are, to make room for ~~new~~ fresh companies. ⁺

& by ringing a ~~loud~~ bell;

That the Coins.

14. THAT if any of the persons, who have Tickets, come after the hour marked in the said Tickets, but before the three hours allotted them are expired, they be permitted to join the company appointed for the same hour,

+ on their removing into
another department,

hour⁺, in order to see the remaining part of the Collection,
if they desire it.

15. THAT the Museum be constantly shut up at
all other times, but those above mentioned.

16. THAT if any persons are desirous of visiting
the Museum more than once, they may apply for Tickets
in the manner above mentioned, at any other times, and
as often as they please. *Provided that no one
Person has tickets at the same time for more
Days than one.*
17. THAT no children be admitted into the Mu-
seum.

18. THAT no Officer, or Servant, take any fee, re-
ward, or gratuity, of any person whatsoever, except in
such Cases as are herein after mentioned, under the penalty
of immediate dismissal.

III.

The manner of admitting persons, who desire to make use of the MUSEUM for study ; or shall have occasion to consult the same for evidence, or information.

1. THAT no one be admitted to make use of the Museum for study, but by leave of the Trustees, in a General Meeting or Committee ; and that the said leave be not granted for a longer term than half an year, without a fresh application.

2. ~~THAT every person before his admission to such use for study, do in a Book provided for that purpose, subscribe his name, under the form of a promise, faithfully to observe all the Rules, which are prescribed by the Trustees, and entered in the said Book.~~

Quere.

⁺
3. ~~THAT the said Book be kept by the Principal Librarian, who is to add the date of the several admissions against the respective names.~~

B

4. THAT

⁺
3 *That a Book be kept in the reading room under the custody of the officer of the said room, who is to enter therein the names of the several Persons who have leave of Admission, together with the respective dates of the orders of the Trustees for that purpose, and the duration of the same.*

postponed.

4. **THAT** a particular room be allotted for the persons so admitted, in which they may sit, and read or write, without interruption, during the time the Museum is kept open: that a proper Officer do constantly attend in the said room, so long as any such person, or persons, shall be there: and that any Book, or other part of the Collection, so far as is consistent with the safety thereof, and the attendance necessarily required from the Officers upon the other parts of their duty, be at their request brought to them by the Messenger; who is likewise to furnish them with pens and ink, if desired.

5. **THAT** such persons be allowed to take one or more Extracts from any printed Book, or Manuscript; and that either of the Officers of the department, to which such printed Book or Manuscript belongs, be at liberty to do it for them, upon such terms, as shall be agreed on between them.

6. **THAT** the transcriber do not lay the paper, on which he writes, upon any part of the Book, or Manuscript, he is using.

7. **THAT** no whole Manuscript, nor the greater part of any, be transcribed, without leave from the Trustees, in a General Meeting or Committee.

8. **THAT**

8. THAT every person so intrusted with the use of any Book, or ~~other part of the Collection~~, return the same to the Officer attending, before he leaves the room.

*Querie
a Manuscript*

9. THAT whensoever and as often as any person shall have occasion to consult or inspect any Book, Charter, Deed, or other Manuscript for evidence or information, other than for studying, which is herein before provided for; he is to apply for leave so to do, to the Trustees in a general Meeting or ^{the Standing} Committee. But if ~~it shall so happen that~~ ^{if} sufficient time cannot be allowed for making such application, the person is to apply for such leave to the Principal Librarian; or, in case of his death or absence, ~~such of the Under Librarians as shall officiate as~~ ^{the} Secretary for the time being: which leave the Principal Librarian, or the ~~Under Librarian officiating as~~ Secretary for the time being, as aforesaid, is hereby empowered to grant. Provided always, that no such person shall be permitted to consult or inspect any such Book, Charter, Deed, or other Manuscript, except in the presence of the Principal Librarian, or of one of the Officers of that department to which such Book, Deed, Charter, or other Manuscript shall belong.

*+ the case should require such
dispatch as that*

to the

B 2

IV. 1. ~~to~~ to be added here

10 That no part of the Collection be page 12.

11 Altho be p. 14.

12 That once a year be p. 15.

IV.

~~Additional Rules for the better prefer-~~ vation of the MUSEUM.

to the
 ¶ THAT no part of the Collection or Collections belonging to this Museum be at any time carried out of the General Repository, except such Books, Charters, Deeds, or other Manuscripts as may be wanted to be made use of in evidence. And that when any such Book, Charter, Deed, or other Manuscript shall be wanted to be made use of in evidence, application shall be made in writing for that purpose, to the Trustees in a General Meeting or Committee; and if the case should require such dispatch, as not to admit of an application to the Trustees in a General Meeting or Committee, then to the Principal Librarian; or in case of his death or absence, then to ~~such of the Under Librarians as shall officiate as~~ ^{that} Secretary for the time being; and thereupon by their or his direction, the same shall and may be carried out of the General Repository, to be made use of in evidence as aforesaid, by the Under Librarian or Assistant of the department to which such Book, Charter, Deed, or other Manuscript shall belong. And in case the said Under Librarian

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That the Persons so admitted by Ticket, after they have gone through the several apartment may if they think proper walk in the Garden

2nd if it would be inconvenient to let them into the Garden from the main apartment

3rd that he furnish them with any book or MS which they shall desire to peruse provided he shall receive notice ^{they send} thereof sometime ~~the day~~ before of the particular books

& MS which they desire. Excepting however some ~~valuable~~ Books & MS of great value or ^{which are} ~~valuable~~ liable to be damaged, & which on that account ^{are} ~~removed~~ ^{judged by} the

Trustees ^{not fit} ~~do not~~ think proper to be ^{removed out of the library} ~~exposed to view~~ without a particular leave obtained for that purpose.

~~A Catalogue of which is the books & MS so excepted~~ ^{whereof} ~~will be~~ a Catalogue whereof will be kept by the officer of the reading room

That if any person engaged in a work of Learning have occasion to make a drawing of any ^{thing} ~~of the~~ specimens contained in the Department of Natural Artificial productions, or to examine it more carefully or can be done in the common way of viewing the museum, he is ^{to} apply to the Trustees ^{in a general meeting or the Standing Committee} for permission

for that purpose, it not being thought proper ~~in particular cases~~ to have them removed from their places & out of the sight of the Officer who has the care of them

~~examining any part of that collection~~ ^{especially as persons who want} ~~will generally~~ ^{desire to see} a great number of ~~specimens~~ ^{with} spending a considerable time in ~~examining~~ ^{the examination of} any one

That in case it should happen that any person engaged in a work of learning cannot examine sufficiently such part of the collection of Natural & artificial productions which he has occasion for neither in the ordinary course of viewing the Museum nor in the reading room without having more things brought to him than can conveniently be done, the standing Committee be empowered, if the case shall require it, to give leave for his admission into that departments at such hours ^{during the time the Museum is opened wherein} as the Officers are not engaged in their attendance on persons admitted by tickets ~~at such hours wherein the museum is opened.~~ to be put the

That if any persons having obtained a tickets are prevented from making use of them ^{they} be desired to send ^{in time} back to the Porter that other persons ^{would} ~~desire~~ of seeing the Museum may not be kept out.

13. That there be deposited in each Department
a Catalogue of all the Books MS & other parts of
the collection distinguished by number & book therein
contained, as soon as the same can be prepared

put the end of the Statutes.

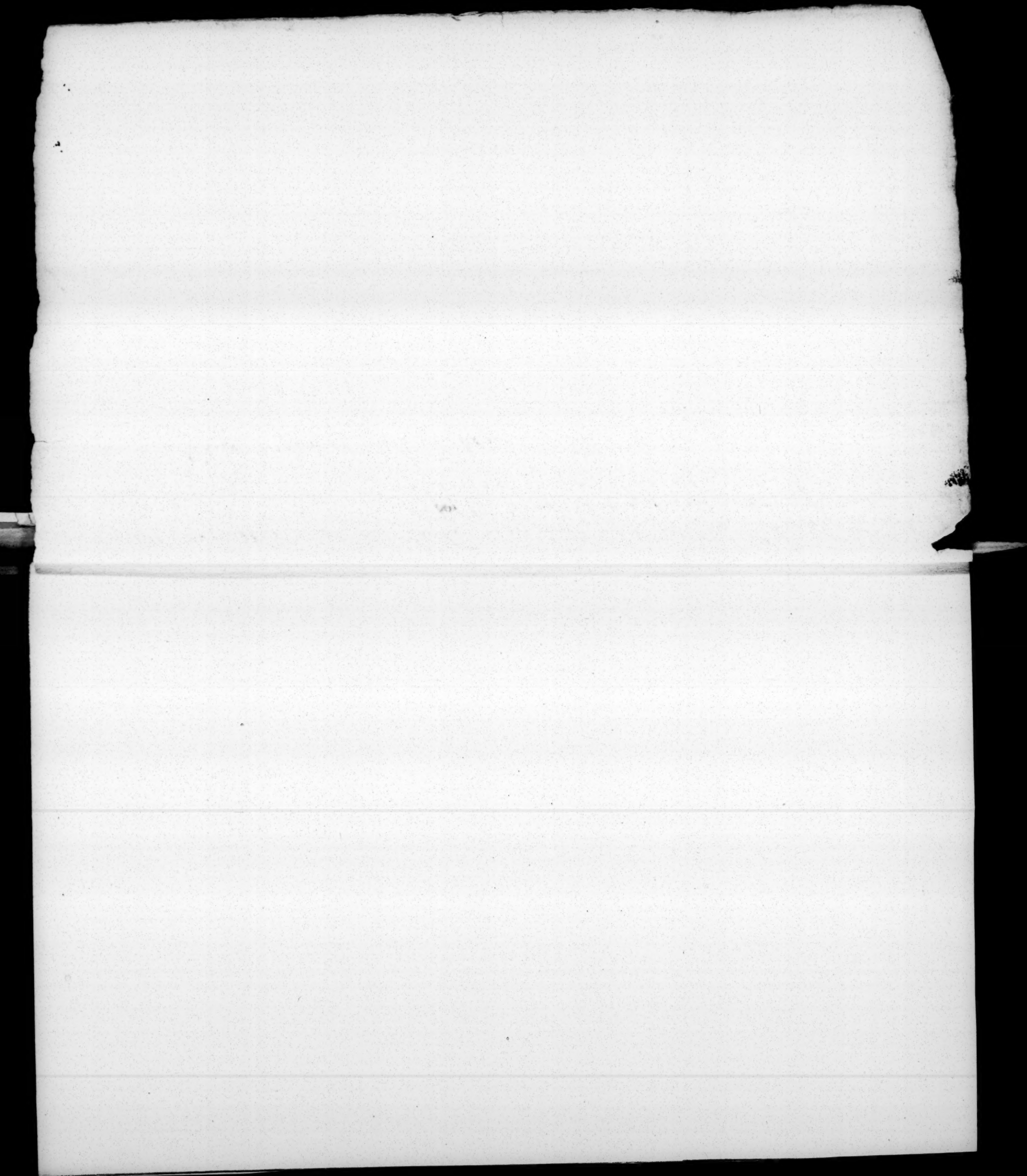
rules & restrictions for its security suited to the different
qualities of things of which it consists
& also such method of exhibiting it to the publick
as will make it most generally usefull

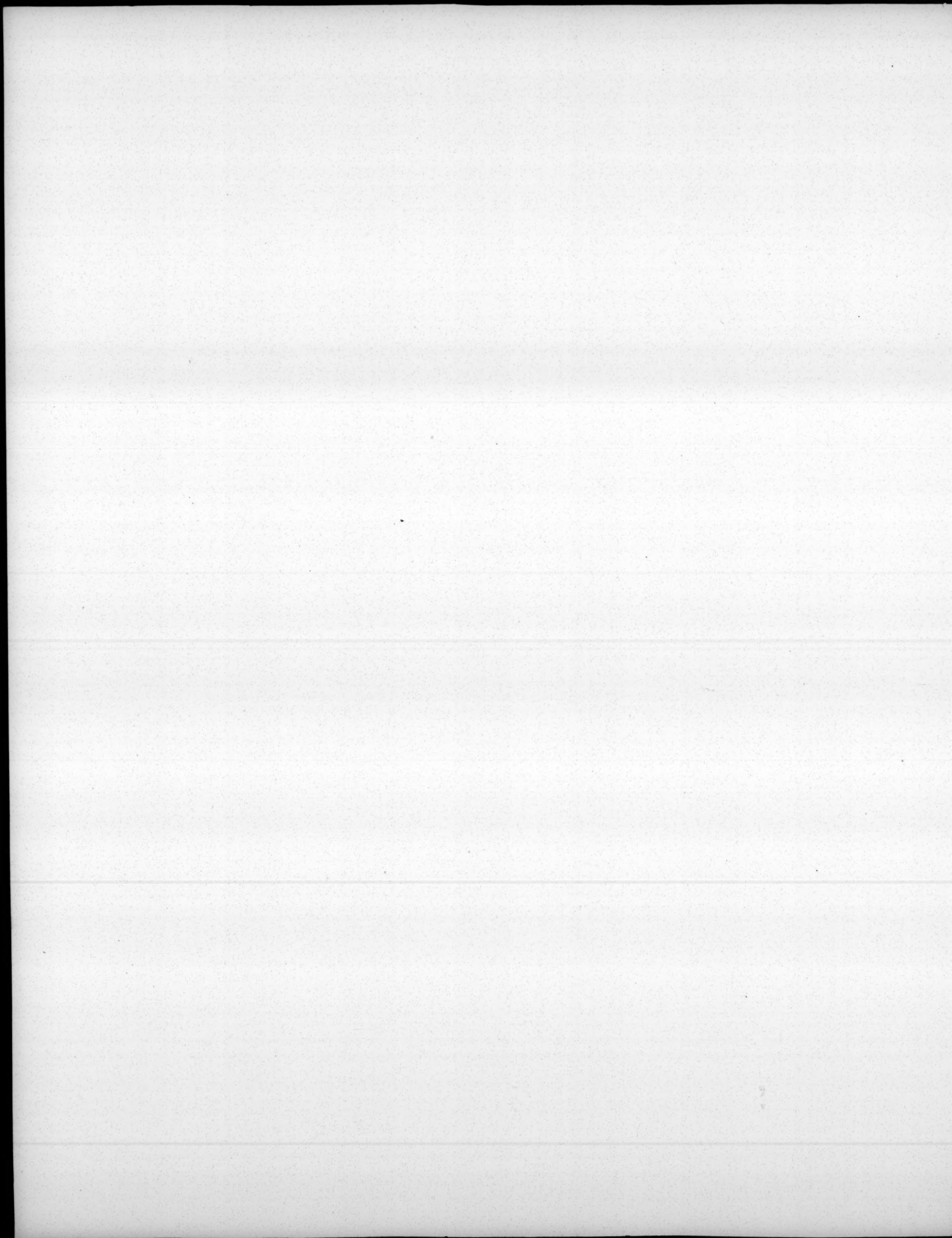
How
rich

This Museum tho' chiefly designed for the use of
learned and studious men, both natives and foreigners,
in their researches into the several parts of knowledge;
yet being a national establishment, founded by Authority
of Parliament, it may be judged reasonable, that the
advantages accruing from it should be rendered as general
as possible. But ^{as it is} being of a more general and extensive
nature, than any other before established, ^{it} doth require
some particular rules and restrictions ^{relating to the Inspection} use ~~that~~
and security, ^{thereof,} suited to the ^{nature} manner of its institution;
the different quality of the things, of which it consists;
and such attendance of the officers, as may be justly
expected ~~from~~ them. Therefore

your

4. That a particular room be allotted for the persons so admitted, in w^{ch} they may sit, and read or write, without interruption, during the time the Museum is kept open: that a proper Officer do constantly attend in the said room, so long as any such person, or persons, shall be there, and for the greater ease and convenience of the said persons as well as security of the Collection, it is expected that notice be given ^{in writing} the day before by each person to the said officer what book or manuscript he will be desirous of perusing the following day, which book or Manuscript on such request will be lodged in some convenient place in the said room and will from thence be delivered to him by the officer of the said room, excepting however some books and manuscripts of great value, or very liable to be damaged, and on that account judged by the Trustees not fit to be removed out of the library to which they belong, without ^{the} ~~by~~ the Trustees in a general meeting or the Standing Committee, for that purpose. a Catalogue whereof will be kept by the Officer of the reading room.





Librarian, or Assistant of the said department be disabled, or cannot attend, then by such other of the Under Librarians, or Assistants, as shall be appointed by the Trustees, in a General Meeting or Committee, or by the Chief Librarian, or by ~~such of the Under Librarians as shall officiate as~~ Secretary for the time being as aforesaid. And the person who shall be appointed to carry out the same, shall attend the whole time, and bring it back with him again; for which extraordinary trouble and attendance it is expected that a proper satisfaction be made to him.

2. THAT a Catalogue of ~~all~~ ^{respective} the printed Books, Manuscripts, and other parts of the Collection, distinguished by numbers, be deposited in ~~the several apartments of the Museum, to which they relate.~~

3. THAT written numbers, answering to those in the Catalogues, be affixed both to the Books, and other parts of the Collection. *as far as can conveniently be done*

4. THAT the Coins, ^{and} Medals, ⁺ ~~Seals, Rings, wrought Gems, Cameos, Intaglias, &c.~~ *as they require a more particular attention and care,* be not exposed to view, but by leave of the Trustees, in a general Meeting or Committee, or of the Principal Librarian: that they be shewn ^{afternoon} in the ~~morning~~ by one of the Officers, who have the

the

& some one room of each department to which the same shall respectively belong. as soon as the same shall be made

+ except such as are ordered to be placed in glass cases

& between the hours of one and three

+ custody of them:

⁺the ~~charge of the respective departments, which can only be done in those two hours, wherein the said Officer is not engaged in his general attendance on the companies admitted by Tickets:~~ that no more than two persons be admitted into the room to see them at the same time, unless by particular leave of the Principal Librarian; who in such case is required to attend, together with the said Officer, the whole time: and that but one thing be taken or continue out of the cabinets and drawers at a time, which is to be done by the Officer, who shall replace it, before any person present goes out of the room.

9. ALTHO' it may be presumed, that persons, who shall be admitted to see the Museum, will in general conform themselves to the Rules and Orders above mentioned; yet as it may happen, that these Rules may not always be duly observed: the Trustees think it necessary for the safety and preservation of the Museum, and do hereby order, That in case any persons shall behave in an improper manner, and contrary to the said Rules, and shall continue such misbehaviour after having been admonished by one of the Officers; such persons shall be obliged forthwith to withdraw from the Museum, and their names shall be entered in a Book to be kept by the Porter, who is hereby ordered not to ~~admit them~~ for the

Deliver Tickets to
for their admission

the future, without a special direction from the Trustees in a General Meeting.

~~6. THAT once a year at least there be a General Visitation of the Museum, at a time to be appointed by the Trustees in a General Meeting; and at such other times as they shall think proper.~~

F I N I S.



